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Rules and Regulations

FOR

THE POLICE & FORCE

OF THE

CITY OF STRATFORD.

Adopted 1st May, 1890.

JOHN BROWN, MAYOR.

JOHN A. MCCARTHY, JR., CHIEF OF POLICE.

WILLIAM O'DONNELL,

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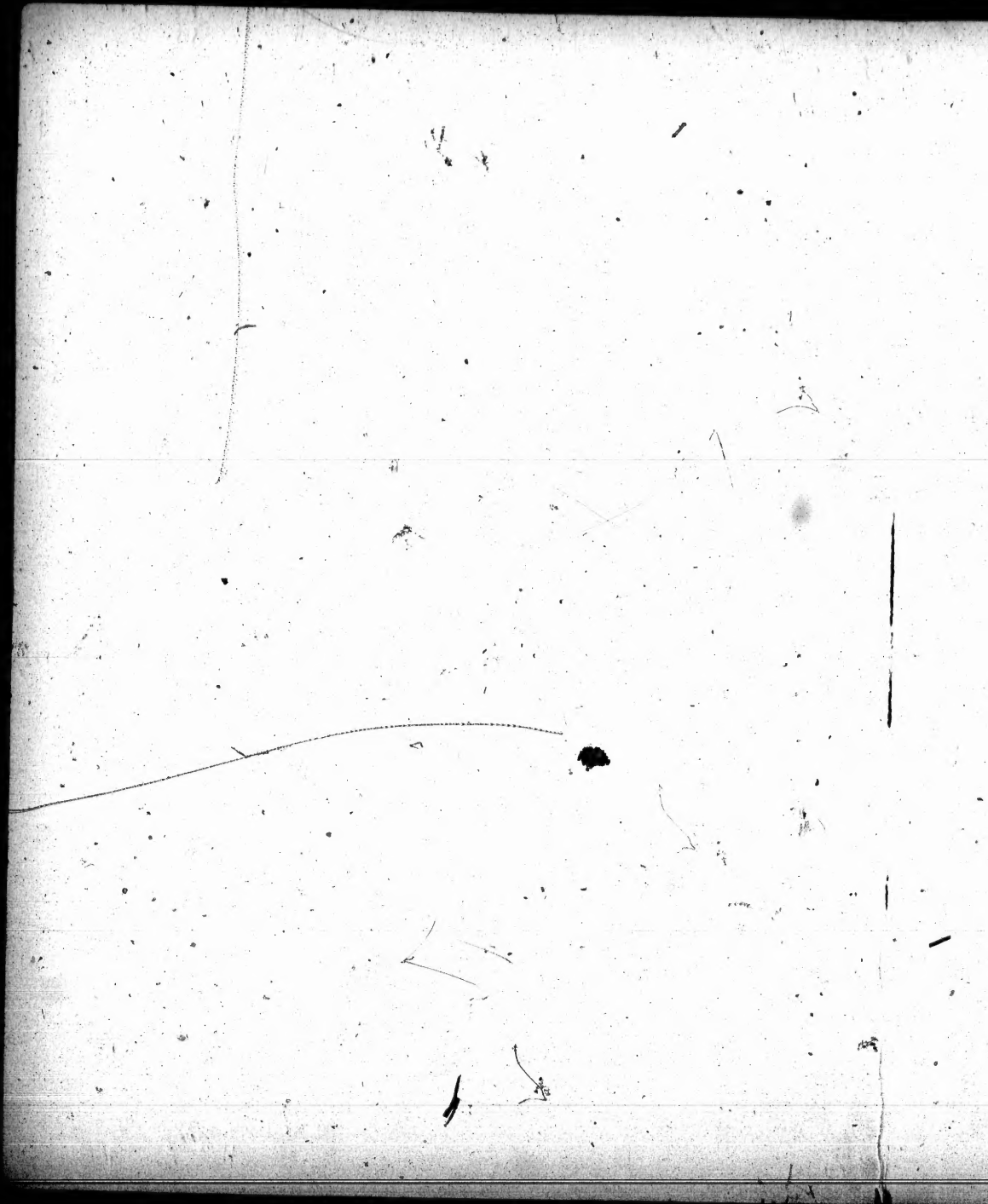
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REGULATIONS. &c..

Of the Police Force of the City of Stratford.

1. The following rules and regulations for the government and guidance of the Stratford Police are hereby adopted by the Council of the City of Stratford :

2. The Police force shall consist of not less than one Chief Constable and three subordinate Constables ; provided always that the number of subordinate Constables may be diminished or increased without affecting the provisions of this By-law.

QUALIFICATIONS FOR THE FORCE.

No person shall be appointed to the Police Force unless upon the following conditions :—

- 1 He must personally appear before the Police Committee.
2. He must pass a satisfactory examination in reading and writing.
3. He must show himself to be possessed of a knowledge of the general outlines of police duties.
4. He must be found otherwise sufficiently intelligent, able in body and of good character.
- 5 He must, if required, produce a medical certificate, at his own expense.
6. He must be 21 years of age, and not more than 37 ; nor not less than 5 feet 10 inches in height

OATH.

Every person appointed to the force shall upon entering on his duties take the usual oath of office.

GENERAL RULES AND DUTIES OF THE FORCE.

1 Every member of the Police Force shall observe the following duties and regulations :—

2. He shall devote his whole time and attention to the business of his department.

3 He must, although on actual duty for certain allotted hours on ordinary occasions, be prepared to turn out on duty at all times when his services are required.

4. He must, although specially appointed for a particular locality, be ready to act wherever else he may be required.

5 He must be quiet, civil and orderly in his conduct and deportment.

6. He must perform his duty with decorum, temper and discretion, and at all times with energy and courage.

7 He must refrain from harsh, violent, coarse or insolent or profane language, and conduct himself with proper civility and respect to the other members of the force and his superiors.

8. He must while on duty be neat in his person, have his boots and clothes as clean as possible, and have his dress in conformity with the regulations.

9. He shall, on the occurrence of any serious disturbance, consider it his first duty to restore peace if possible by moderate means of persuasion, and to disperse the crowd; if these fail the offenders must be dispersed by force, and the principals therein arrested.

10 He must act with coolness and firmness in all cases, even in times of extreme peril. The Police must act together and protect each other in the execution of their duty. Whoever shrinks from such danger or responsibility at such a time will be discharged as unworthy of a place in the service.

11. He must to the utmost of his power prevent the commission of assaults, breaches of the peace, and all other crimes or offences about to be committed.

12 He must not speak of the business affairs or secrets of the office to any person not a member of the Police Force, nor to other members of the force except in discharge of his duty.

13. He must always when on duty whether in the station or Police Office, in Court or in public streets, appear in proper uniform, unless in consideration of the public interest the Chief shall otherwise order, and he must never appear partly in uniform and partly in plain clothes.

PROHIBITION.

14. None of the force shall leave the city on duty without an order signed by the Chief of Police in writing, and countersigned by the Mayor or Chairman of the Market and Police Committee, unless in cases of extreme urgency, when the services of such police constable are required contiguous to the city limits; and any constable so leaving the city without a permit shall at once on his return report the fact and duty performed, in writing, to the Chief of Police.

15. No member shall communicate to any person, unless required so to do by the Chief of Police, or by the Mayor or Chairman of the Market and Police Committee, any information respecting orders he may have received, or any regulations that may be made for the government of the department.

16. Nor accept from any person in custody, or after his discharge, nor from any of his friends, gratuity, reward or gift, directly or indirectly, nor any description of strong drink, nor from any person, without the written permission of the Mayor, compensation for damage.

17. Nor while on duty outside the Police Station smoke or drink any kind of intoxicating liquor nor, except in the immediate performance of his duty, enter any place in which any kind of intoxicating drinks are sold or furnished.

18. Nor introduce, or allow to be introduced, in the Station House or any cell, any intoxicating drink, upon any pretext, unless on the advice of the Chief of Police or the Police Magistrate.

19. Nor maltreat or use unnecessary violence to any person or prisoner, on the pain of dismissal.

20. Nor interfere in private disputes, except when there is a breach of the peace, or to quell a disturbance.

21. Nor when on patrol duty enter into conversation with any person, not even other constables, except on matters connected with his duty, and then briefly.

22. Nor perform any duty which is not properly connected with his own department.

23. Nor compromise any offence committed against his person or his property.

24. Nor withhold any information that may lead to the detection and punishment of any person who may assault or hinder him in the discharge of his duty.

25. Nor allow any person lawfully in his custody to escape there-

from, nor discharge or permit to be discharged, any person lawfully in custody, unless by order of the Police Magistrate or other lawful authority.

26. Nor use any profane or indecent language at any time.

27. Nor retain any prisoner at the Station after a final hearing of the case, if the prisoner be discharged on such hearing.

28. Nor leave his post until regularly relieved, unless otherwise directed by the rules and regulations.

29. Nor use any baton or other offensive weapons, except in cases of self-defence, or to prevent the escape of a felon, and then with caution.

30. Nor be connected with or attend any illegal secret society whilst he is in the force.

31. Nor improperly interfere at elections, or make use of his position or influence thereat.

THE CHIEF OF POLICE.

1. The Chief Constable shall be held responsible to the Council for the general good conduct, order and discipline of the men under him, and for the regularity and efficiency of the police.

2. He shall, as Chief Executive Officer of the Force, have the general control of the whole police force, subject to the orders of the Council, and beyond this his own duties shall be :—

3. He shall issue such orders as he may deem necessary for the good government and discipline of the force, from time to time.

4. He shall in the absence of the City Clerk (but not otherwise) receive payment of fines and fees payable to the City, and shall, on the morning of the day following the day of his receipt of any such fine or fees, pay the same over to the City Treasurer, with particulars of the fines and fees which he so received, and procure from the said Treasurer proper receipts for the moneys so paid by him.

5. He shall give security to the City of Stratford, in the sum of \$400, for the faithful discharge of his duties, and payment of such fines and fees as he may receive and be accountable to the City for.

6. He shall deliver a detailed account in writing to the City Treasurer, on the fifteenth days of January, April, July and October, in each year, of all fines and fees that he may have received by virtue of his said office, or as a County Constable, for the three months preceding each of the said days.

7. He shall repair promptly to all serious or extensive fires, and to all riotous and tumultuous assemblages, and shall take command of the Police present, to save and protect property, to arrest disturbers of the peace or others inciting thereto.

8. He may direct temporarily any or all of the force to any place within the Corporation where their services are necessary.

9. He shall see that the laws of the Dominion of Canada and this Province, and the By-laws of the City are duly enforced, and shall prosecute for infraction of the same, and shall be his duty to prepare a memorandum of the evidence in important cases for the Police Magistrate.

10. He shall keep a record in his office of the name of every officer, sergeant and man in his department, of the dates of their respective appointments, of their places of residence of their absence from duty and whether caused by sickness or otherwise, and of all vacancies, whether from resignation or otherwise.

11. He shall, upon any charge being made against any member of the force, reduce it to writing, with the names of the witnesses required, and transmit the same to the Mayor for investigation.

12. He may for adequate cause suspend from duty any member of the force, but he shall report suspension forthwith to the Mayor, with the cause thereof.

13. His duty will be to submit for the disposal of the Mayor all charges against members of the Police Force, for serious dereliction of duty, such as sleeping when on duty, drunkenness—when on or off duty, insubordination, incivility, disobedience of orders, and the like.

14. He shall have power to deal with minor offences by admonition or reprimand, such occurrences being entered in the occurrence book, and reported to the Mayor.

15. He shall aid in the inspection of each applicant for appointment on the Police Force, and he shall submit to the Chairman of

the Market and Police Committee full particulars relative to each applicant, so far as he can discover the same.

16. He shall have charge of all arms, maces, rattles, whistles, badges, clothing, and other property pertaining to the Police, and he shall distribute the same as may be needed, and take receipts therefor from those to whom they are entrusted.

17. He shall be subordinate to the Council, and shall obey and enforce a strict observance of all their rules and regulations, both as respects the force and the public, so far as they are respectively applicable.

18. And all warrants and other process in the nature of execution, when received, what was done, whether party paid his fine or was committed, and any other particulars concerning the same.

19. The undermentioned books are to be kept in the Police Station of the Chief's Office:—

1. The Duty Book, showing the patrols and other duties required from time to time of the individual members of the force.

2. The Occurrence Book, containing a record of the important or extraordinary events that have taken place in the City.

3. The Prisoners' Receipt Book, containing the receipt of all goods, money, &c., that are restored to prisoners, and which will at the same time show the articles taken from prisoners at the time of arrest.

4. Register of prisoners arrested, cause of arrest, and how disposed of, giving their ages, occupation, religion, nationality. He shall keep a record of all suspicious persons and places in the City, and the incidental expenses of his office.

20. He shall recommend to the Council any member of the force deserving of particular notice of good conduct.

21. He shall regulate the beats for patrol in the City, the hours when the men shall go on, and be relieved from duty.

22. He shall maintain a constant supervision of the general conduct, efficiency and discipline of the Police Force, and report from time to time suggestions, as he may deem advisable, for promoting the health, comfort and efficiency of the men.

23. In the absence of the Chief Constable from the City, the Se-

nior Constable or Sergeant shall have control of the force, and he shall report to the Chief all violations of duty, and every act of disobedience to his orders.

DUTIES OF SERGEANTS AND MEN.

55. The members of the Police Force shall be responsible for the preservation of the peace of the city, and they shall superintend all carts, omnibuses, and all other public vehicles therein.

56. They shall keep a record of all disorderly places, unlicensed shops and stores, gaming or gambling houses, &c., and report thereon to the Chief Constable.

57. They shall keep a record and report to the Chief of Police all houses of ill fame, the names of parties keeping the same, and of all parties frequenting the same, and also all receivers of stolen goods, and of all suspicious characters, and all information regarding their proceedings and movements.

58. They shall report in writing all and every breach of the law and by-laws of the City to the Chief, who shall, if he think proper, cause information to be laid for infraction of the same.

59. Any member wishing to make personal complaints or to prefer charges against any other member of the force, and any communication or complaint respecting their position or duty, must be sent to the Council through the Chief of Police, and he shall be at liberty to accompany the same with such comments or explanations thereon as he may deem necessary in the premises. In case the Chief Constable refuses to forward such communications to the proper quarter, then the subordinate Constable shall be at liberty to address the Council through the Chairman of the Market and Police Committee.

60. It shall be the duty of the officers and men, whether on or off duty, to resort to and keep order and protect property at all serious and extensive fires.

61. They shall be furnished with a proper uniform and clothing, baton and all other proper articles pertaining to their office, and they shall keep the same in good order and condition.

62. They shall, in the event of any loss or accident happening to the same, report the fact to the Chief, and have it replaced or fixed.

63 They shall maintain order and the public peace, and prevent crime as far as in their power.

64 They must therefore examine and make themselves perfectly acquainted with every street, court, alley, lane and building, and every other place within their beat, and closely watch every person passing along their beat at unseasonable hours.

65. They shall carefully examine in the night time, all doors and low windows of dwelling houses and stores within their beat, to see that they are properly secured, and if not they must secure the same and give warning thereof.

66. They shall give their names to any person properly demanding the same; they shall have respectively with them at all times a memorandum book, in which they shall keep a record of all important events, such as violations of By-laws, suspicious persons whom they may meet, &c This book they will deliver to the Chief every morning, or when required.

67. They shall cause all obstructions in the street, highways, and on the sidewalks to be removed, and prevent the same from being encumbered, so far as the By-laws of the City in that behalf require.

68 They shall notify the owners or occupiers of stores to keep their sidewalks free, and if such notices are not complied with they shall report the same to the Chief.

69. They must not allow the assemblage of idle and disorderly persons at the corners of the streets, at the doors of public houses, halls, saloons, hotels, stores, or other places along the highways or on the sidewalk, to the annoyance or disturbance of passers by or the neighbourhood. All such persons making such disturbance or annoyance shall be at first civilly requested to disperse and move on, if they refuse to leave, or if they continue the same, they shall be arrested.

70 The sidewalks must at all times be kept free and clear for pedestrians, and the constable shall impress this fact civilly but firmly upon the minds of all who by standing upon the highway, streets or sidewalks impede such pedestrians.

71. They must strictly watch the conduct of all persons of known bad character, and in such a manner that these persons may know that they are watched.

72. They shall, when there is reason to apprehend a riot or serious disturbance of the peace, give information at once at the Police Office, and to the Chief of Police and Mayor.

73. They shall, upon any unusual noise or disturbance occurring at night, instantly repair to the spot and quiet the same, if possible, and in any case, if any breach of the peace has taken place in their presence, they shall arrest the offenders, and if they need assistance in the discharge of their duty, they shall sound the alarm, and the policeman who hears it shall answer the same, and forthwith proceed to render assistance.

74. They shall, when any person charges another with a felony, and requires that the person so charged shall be taken into custody, take the accuser, if unknown, along with the accused to the Police Office.

75. They shall take all property that comes into their possession, whether stolen, found, or taken from prisoners arrested, to the Police Station, unless otherwise ordered, and all articles thus delivered shall be recorded and marked for identification. Valuable articles must be placed in a secure place.

76. They shall treat their superior officers with becoming respect, and at all times avoid profane and licentious conversation, and noisy and disorderly conduct.

77. They shall direct strangers and others who may need such direction the nearest and safest way to their destination.

78. They must not, while on duty in the Police Station or on the street, engage in whistling or singing. Such conduct is not becoming a Police Officer or Constable.

79. They shall report all public street lamps not lighted, and all defects in any of them, and arrest all parties breaking said lamps.

80. They shall, on discovering any pickpockets in any crowded place, call out in a loud voice, and give notice of such characters being present.

81. They shall examine all persons of a suspicious appearance carrying parcels or loads, but particularly at night, and they shall, unless such persons can properly account for the manner they came by the same, commit them for examination.

82. In all cases of violent or sudden death, or of the commission of some serious crime, which came to the knowledge of the constables, they are to report the particulars to the Chief at once.

83. Members of the force will on no occasion whatever hold unnecessary intercourse with prisoners at the station, neither shall they laugh, jeer or joke at or with them.

84. The members of the force upon no occasion, and under no pretext whatever, shall receive rewards or money without the permission of the Council.

85. Every man dismissed, or who shall resign, must deliver up, before he leaves the service, every article of dress and appointments supplied to him.

86. Prisoners must not be pulled or dragged along the street, but if unable or unwilling to go a cart, bus or cab should be obtained if possible, taking care to present a specification for the expense to the Police Magistrate at the investigation.

87. Prisoners must not be confined in the same cell with persons who are in simply for protection, without an order from the Chief.

88. All persons drunk as above and brought to the station by a policeman shall be so charged, and considered prisoners.

89. It is to be understood that Police Sergeants are until further orders, to do duty on beat, &c., the same as privates in the force, in addition to their duties as Police Sergeants.

90. Police Constable taken ill will at once report same to officer on duty at Police Office, or if personally unable to do so he will cause an intimation thereof in writing to be despatched to that office at once. The Chief Constable or Sergeant will then personally visit the constable, sending for the medical attendant to the police force, who will make his report accordingly. When a police constable who is ill reports himself personally, the Chief Constable or Sergeant on duty will accompany him to the residence of the medical attendant for his report and medical services if required.

OFFENCES AND PENALTIES.

91. Any member of the force shall, if convicted of any neglect of duty or breach of the law, such as being found asleep on duty, or holding any unnecessary conversation with anyone, except on special call, or in any manner not complying with the instructions given them by their officers, or disobedience or neglecting the rules of the service, will be liable to be suspended or discharged, according to the gravity of the offence.

92. Every man on the force shall be liable to immediate dismissal for the following offences : -

Sleeping on duty, disobedience, drunkenness, insolence in word or action, violent or coarse language or behaviour, neglect of duty, entering taverns, saloons, or houses of ill fame, unless when required in the regular discharge of his duty.

93. Or the Council may for any such offence impose a fine upon any member of the force not exceeding ten days' pay, and the amount of such fine shall be deducted from the pay of any such member, at the rate of not more than 25 cents per day until the amount of such fine is paid.

94. During suspense of any police constable all pay shall cease.